

2003-04 Ordering Guide For California EL Civics Funded Agencies

- The materials listed in this ordering guide are the materials that agencies receive free of charge in order to support the EL Civics grant. Items not listed in this guide can be found in the CASAS Resource Catalog and purchased. **Agencies use only the reading, listening, and speaking tests for ESL learners. Agencies use only reading and math tests for ABE and ASE learners.**
- New agencies notified by CDE that they are funded for fiscal year 2003-04 will receive sufficient materials to satisfy their estimated population, at no cost. **Agencies must place an order in writing to CASAS for all materials.**
- Test booklets should be used six to eight times before your program requests replacement material.
- This ordering guide is divided into the following: Appraisals, Tests, Other Assessments, Answer Sheets, Curriculum Support, and the Order Form
- This guide includes series of assessments appropriate for learners in ESL and ESL-Citizenship.
- All test materials must be ordered in writing. Phone orders will not be accepted.
- All test booklets are reusable, **except** the Beginning Literacy Reading Assessments (BLRA-027 and BLRA-028).

Appraisals

ESL Appraisal

The ESL Appraisal Form 20 provides an initial assessment of an individual's basic listening and reading skills within a life skills and employability-related functional context. Use the appraisal to place learners into beginning through advanced ESL instructional levels, or as a locator to select the appropriate pretest form to administer.

The appraisal provides four sections:

1. Listening: 20 multiple choice questions on audiotape; 25 minutes
2. Reading: 20 multiple-choice questions; 20 minutes
3. Writing: two sentences dictated on audio tape
4. Speaking/Listening: short, six-item, one-on-one oral interview

**Do not use
Appraisal for
pre- or post-
testing**

The CASAS Resource Catalog contains a complete description of all assessment instruments.

Call 1-800-255-1036 to request a copy by mail, or download at www.casas.org.

ESL Appraisal, Form 20

Manual Audiotape	ESLM-020
Test Booklets – Reading & Listening (set of 25)	AE-020

ECS Appraisal

ECS Appraisals are initial assessment instruments that provide information on learners' basic functional literacy skill levels in reading and math within an employability context. Results identify a learner's CASAS skill levels (A through D) and place the learner into the appropriate pretest within the ECS progress test series. This appraisal also aids in the placement of learners into instructional program and level within that program.

ECS Appraisal, Form 120

Reading: 20 minutes, 20 questions

Math: 20 minutes, 20 questions

Both sections are accurate to a CASAS scaled score of 228.

Manual	AM-ECS
Test Booklets – Reading & Math (set of 25)	AE-120

ECS Appraisal, Form 130

Reading: 25 minutes, 20 questions

Math: 25 minutes, 20 questions

Both sections are accurate to a CASAS scaled score of 245.

Manual	AM-ECS
Test Booklets – Reading & Math (set of 25)	AE-130

Life Skills Appraisal

Appraisal tests are the initial assessment instruments used in the CASAS system. The Life Skills Appraisal provides information about the individual's basic skill level in reading and math. Results identify a learner's CASAS skill levels (A through D) and place the learner into the appropriate pretest within the Life Skills progress test series. This appraisal aids in the placement of learners into instructional program and level within those programs.

This appraisal is not used for pre- or post-testing.

Reading: 20 questions to be completed in 20 minutes.

Math: 20 questions to be completed in 20 minutes.

Life Skills Appraisal, Form 30

Manual	LSM-030
Test Booklets – Reading & Math (set of 25)	LSA-030

Please note: Do not use an Appraisal for Pre- or Post-Testing

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Tests

The California Department of Education requires all WIA Title II EL Civics funded agencies to administer pretests and post-tests in order to document significant gains and level completion. In most cases, agencies should administer the reading test for the funded instruction areas: ESL. Beginning ESL courses may use the listening comprehension pretest and post-test. Agencies may administer more than one type of test, as appropriate for the instructional program (reading and listening.) Please note: Benchmarks are based on only one testing modality.

Life Skills Series Pre- and Post-Tests

Tests for monitoring progress in reading and math measure a learner's ability to apply basic skills in a functional life skills context. These tests serve as pre- and post-tests. All tests are packaged in sets of 25 unless otherwise noted.

Reading	Code	Instructional Program
Beg. Literacy, Form 27	BLRA-027	ABE, ESL
Beg. Literacy, Form 28	BLRA-028	ABE, ESL
Level A, Form 31	LSR-031	ABE, ESL, ASE
Level A, Form 32	LSR-032	ABE, ESL, ASE
Level A, Form 32X	LSR-032X	ABE, ESL, ASE
Level B, Form 33	LSR-033	ABE, ESL, ASE
Level B, Form 34	LSR-034	ABE, ESL, ASE
Level B, Form 34X	LSR-034X	ABE, ESL, ASE
Level C, Form 35	LSR-035	ABE, ESL, ASE
Level C, Form 36	LSR-036	ABE, ESL, ASE
Level D, Form 37	LSR-037	ABE, ESL, ASE
Level D, Form 38	LSR-038	ABE, ESL, ASE
Forms 31-38 (set of 5 each)	LSR-S05	ABE, ESL, ASE
Forms 31-38 (set of 10 each)	LSR-S10	ABE, ESL, ASE

Listening Comprehension	Code	Instructional Program
(Includes one audio tape pre set)		
Level A, Form 51	KSAL-051	ESL
Level A, Form 52	KSAL-052	ESL
Level B, Form 53	KSAL-053	ESL
Level B, Form 54	KSAL-054	ESL
Level C, Form 55	KSAL-055	ESL
Level C, Form 56	KSAL-055	ESL
Forms 51-56 (set of 5 each)	SAL-S05	ESL
Forms 51-56 (set of 10 each)	SAL-S10	ESL
Replacement Tapes	CASS-0**	last two digits, indicate form #

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Life and Work Series Pre- and Post-Tests

Tests for monitoring progress in reading in workplace and life skills contexts at Levels A, B, and C. These tests measure basic skills in both life and work functional context and are appropriate for both ABE and ESL learners. These tests serve as pre- and post-tests. All tests are packaged in sets of 25 unless otherwise noted.

Agencies may select from among several possible appraisals to use with the Life and Work Series, depending on the needs of the learners. These include the ESL Appraisal (Form 20), the Life Skills Appraisal (Form 30), the ECS Appraisal (Forms 120 or 130), and the Workplace Appraisal (Form 220 or 230).

Reading	Code	Instructional Program
Level A, Form 81	LWR-081	ABE, ESL
Level A, Form 82	LWR-082	ABE, ESL
Level A, Form 81X	LWRX-081	ABE, ESL
Level A, Form 82X	LWRX-082	ABE, ESL
Level B, Form 83	LWR-083	ABE, ESL
Level B, Form 84	LWR-084	ABE, ESL
Level C, Form 85	LWR-085	ABE, ESL
Level C, Form 86	LWR-086	ABE, ESL
Forms 81X-86	LWR-S05	ABE, ESL
Forms 81X-86	LWR-S10	ABE, ESL

Employability Competency System (ECS) Tests

Tests for monitoring progress in reading and math measure a learner's ability to apply basic skills in an employability context. These tests serve as pretests and post-tests. All tests are packaged in sets of 25 unless noted.

ECS Reading	Code	Instructional Program
Beg. Literacy, Form 27	BLRA-027	ABE, ESL
Beg. Literacy, Form 28	BLRA-028	ABE, ESL
Level A, Form 11	ETR-011	ABE, ESL,
Level A, Form 12	ETR-012	ABE, ESL
Level B, Form 13	ETR-013	ABE, ESL, ASE
Level B, Form 14	ETR-014	ABE, ESL, ASE
Level B, Form 114	ETR-114	ABE, ESL, ASE
Level C, Form 15	ETR-015	ABE, ESL, ASE
Level C, Form 16	ETR-016	ABE, ESL, ASE
Level C, Form 116	ETR-116	ABE, ESL, ASE
Level D, Form 17	ETR-017	ABE, ESL, ASE
Level D, Form 18	ETR-018	ABE, ESL, ASE
Forms 11-18 (set of 5 each)	ETR-S05	ABE, ESL, ASE
Forms 11-18 (set of ten each)	ETR-S10	ABE, ESL, ASE

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Listening Comprehension	Code	Instructional Program
(Includes one audio tape pre set)		
Level A, Form 51	KETL-051	ESL
Level A, Form 52	KETL-052	ESL
Level B, Form 63	KETL-063	ESL
Level B, Form 64	KETL-064	ESL
Level C, Form 65	KETL-065	ESL
Level C, Form 66	KETL-066	ESL
Forms 51-52, 63-66 (set of 5 each)	LSL-S05	ESL
Forms 51-562, 63-66 (set of 10 each)	LSL-S10	ESL

Reading for Citizenship

Reading for Citizenship is for learners with low literacy levels and are appropriate for pre-and post-testing. Reading for Citizenship uses a multiple-choice, large-print test format set in a citizenship context. A large print answer sheet is available. Answers can be transferred to the TRUS or manually entered into TOPSpro. A Test Administration Packet that includes the answer key accompanies test booklet orders.

Reading	Code	Instructional Program
Level A, Form 951	CIR-951	ESL
Level A, Form 952	CIR-952	ESL
Level A, Form 951X	CIRX-951	ESL
Level A, Form 952X	CIRX-952	ESL

Other Tests

1. Government and History for Citizenship

The Government and History for Citizenship assesses each learner's ability to read and write in English and demonstrate basic knowledge of U.S. government and history. It is appropriate for ESL and EL Civics learners who are preparing for the INS citizenship test. The test booklets for this assessment are reusable. The Test Administration Manual includes an optional Citizenship Writing Dictation component with instructions for administration and scoring and an original of the writing answer sheet for student responses.

Level B, Form 963	CIGH-963
Level B, Form 964	CIGH-964
Government and History for Citizenship Test Administration Manual	CIGH-TAM

The CASAS Resource Catalog contains a complete description of all assessment instruments.

Call 1-800-255-1036 to request a copy by mail, or download at www.casas.org.

2. The Citizenship Interview Test (CIT)

The Citizenship Interview Test (CIT) assesses listening and speaking skills of adult ESL and citizenship learners. The CIT helps programs determine if an individual is ready to pass the INS naturalization interview. This test focuses on personal identification and topics from the N-400 Application for Naturalization. It does not focus on history and government questions. The alternate form of the test may be used if the student does not pass the first time. The CIT may also be used as a pre and post measure.

Training is required to report CASAS standardized results for accountability purposes for EL Civics programs. CASAS will contact the primary contact at your agency regarding CIT training opportunities.

Level A, Form 971	CIT-971
Level A, Form 972	CIT-972
Level B, Form 973	CIT-973
Level B, Form 974	CIT-974
CIT Test Administration Manual	CIT-TAM

3. Functional Writing Assessments

The CASAS Functional Writing Assessment series assesses a student's writing skills in a workplace, employability, and life skills context. It determines a student's general writing level and also provides programs and instructors with diagnostic information about which writing skills the learner needs to target (e.g., content, organization, word choice, grammar and sentence structure, punctuation, spelling, and capitalization).

Training is required to report CASAS standardized writing results for accountability purposes for EL Civics programs. The CASAS EL Civics primary contact at your agency will receive information regarding registration for training.

Functional Writing Assessment Manual (Picture and Form Tasks)

Contains guidelines for administration, scoring, and interpretation of results for the Picture and Form Tasks.

Functional Writing Manual	FWA-MAN
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Picture Task and Picture Task Response and Scoring Sheet

Each form contains choice of two picture prompts for narrative writing. The Picture Task Response and Scoring Sheet can be used with any Picture or Process Task form. The learner writes on one side and the other side is used to record scores.

Form 420	FWAP-420
Form 421	FWAP-421
Picture Task Score Sheet	FWAP-TRS

Form Task and Form Task Scoring Sheet

Authentic application form for examinees to complete. Pads of 100.

Form 410	FWAP-410
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The CASAS Resource Catalog contains a complete description of all assessment instruments.

Call 1-800-255-1036 to request a copy by mail, or download at www.casas.org.

Form 411	FWAP-411
Form Task Score Sheet	FWAF-FRS

Level A Note Task (consumable)

Examinees write a simple note based on a short verbal prompt. Group or individually administered. The learner writes on one side and the other side is used to record the score. Pads of 100. Includes administration directions and 0/1 scoring rubric.

Form 440	FWAN-440
Form 441	FWAN-441

Level A Inventory Task (consumable)

Examinees take inventory of two food items based on a picture prompt and then complete a simple inventory form. Group or individually administered. The learner writes on one side and the other side is used to record the score. Pads of 100. Includes administration directions and 0/1 scoring rubric.

Form 430	FWAI-430
Form 431	FWAI-431

4. The Bibliography for Citizenship Materials

The Bibliography for Citizenship Materials is specially designed to support adult citizenship education programs and includes an annotated index of commercially published citizenship textbooks, audiocassettes, videos and Internet sites. Each textbook has been reviewed for content, scope, level, exercises, critical thinking skills, and graphic presentation. Publisher information for ordering instructional materials is also provided. Categories include:

- Citizenship Exam or Process Preparation
- U.S. History and Government Resources
- Civics Resources
- Video, Audio, Flashcard, and Computer Resources
- Professional Development Resources
- Internet Resources
- Publisher Web Pages

Agencies may download the CASAS Bibliography of Citizenship materials (RM01BCM) from the CASAS Web site. Go to www.casas.org, Products and Services, Citizenship.

Answer Sheets

CDE requires EL Civics funded agencies to complete the student Entry, Update, and Test records. See the 2003-2004 Administration Manual for California Agencies for more details. **Please note that the self-scoring answer sheet for the appraisal is available through the CASAS Resource Catalog for a fee. Appraisals can also be scored using the Test Record and TOPSpro.**

Answer Sheet (set of 100)	Code
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Appraisal Record	ARUS-003 *
Entry/Update Record	EUUS-002
Entry/Test Record	ETUS-002 **
Test Record	TRUS-002
Update/Test Record	UTUS-002 ***
Large Print Answer Sheet	ASSL-001

*On the ARUS-003, one side has reading and math appraisal and one side has ESL Appraisal Form 20.

**On the ETUS-002, one side is entry record and one side is test record.

*** On the UTUS-002, one side is update record and one side is test record.

Curriculum Support

The Instructional Materials Guide and Quick Search – updated annually - provides information on more than 1,600 texts, audio, video, software programs, and learning systems. Both hard copy format and CD (Quick Search) format help educators in choosing materials according to subject matter, level, and program focus.

The Instructional Materials Quick Search is a computerized database of all the instructional materials that allows users to quickly and efficiently search for competency-base curriculum materials appropriate for specific learner populations. It prints instructional material correlations reports by competency. It also prints competency correlation reports for any selected instructional materials.

The Instructional Materials Guide features a coded matrix section with materials listed according to competency, level of difficulty from Pre-A (pre-literate) to D (high school level), and program area.

CASAS Instructional Materials Guide ('03)	RM-CMG
CASAS Instructional Materials QuickSearch (CD-ROM for Windows™)	QS-3.2

CASAS will provide one complimentary copy of the IMG *or* Quick Search to each agency.



2003-2004 Order Form for EL Civics Funded Agencies

- Most orders take ten working days for delivery. Please allow adequate time to receive your materials.
- Please make copies of this form for future orders.
- **USE THIS FORM ONLY FOR EL Civics PROGRAM MATERIALS.** If you need to order materials for the WIA, Title II, Sections 225/231 program, please use the 2003-2004 Order Form for WIA, Section Title II, 225/231 Funded Agencies.

Shipping Information

CASAS Agency ID# (if known) _____

Number of students receiving EL Civics instruction under the EL Civics grant

Civic Participation _____

Citizenship Preparation _____

Have you been trained to administer CASAS tests? Yes ___ No ___

Contact Name _____

Ship to (Full Agency Name) _____

Street Address (no P.O. Box numbers) _____

City

State

ZIP

Telephone

FAX

E-mail

<u>Product Title</u>	<u>Code</u>	<u>Quantity (ea)</u>

Send orders to:

CASAS – EL Civics

5151 Murphy Canyon Road, Ste. 220, San Diego, CA 92123

or FAX to 858-292-2910

For ordering questions call 1-800-255-1036 x127

CASAS Does Not Accept Phone Orders

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